

DIRECTOR OF FIRE TRAINING AND SAFETY

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible and specialized position, involving the supervision of the training and safety programs for the fire department. The Director of Fire Training and Safety is responsible for the development and implementation of a training program designed to ensure that department personnel are qualified to perform appropriate functions of the positions they hold. In addition, the employee of this class is responsible for maintaining and enforcing safety practices on the fireground or at the station. The Director of Fire Training and Safety also performs research for the department, investigates departmental accidents and oversees the maintenance of division records. The employee of this class has no direct supervision over the line classes, but exercises limited supervision over departmental personnel in all areas of fire department operations related to training and safety procedures. The Director of Fire Training and Safety works with almost no supervision, reporting to and having work reviewed by the Chief of Administration. This class ranks directly below the class of Chief of Administration.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Develops training and safety programs for the department, ensuring that such programs are properly staffed and supplied with necessary resources. Evaluates training needs and provides for regular employee training at all levels within the department. Conducts research of technical data, including local fire reports, statistics, bulletins and specifications for the purpose of integrating such material into the training program. Maintains a library of training materials used to prepare lesson plans, safety demonstrations, job simulation exercises and written tests. Administers, grades and performs statistical analyses of training tests to rate skills acquired during training. Evaluates the effectiveness of training to determine the need for additional instruction or for changes in the program. Personally schedules, coordinates and conducts training in the classroom, at the drill field, at the fire station or at the fire scene in the following areas: fire fighting, fire attack, forcible entry, ventilation, fire streams, pump operations, nozzles, hoses, driving fire apparatus, ropes, ladders, hydraulics, extinguishers, salvage and overhaul, use of protective breathing apparatus, safety, rescue, first-aid, hazardous materials, fire inspection, fire investigation, fire prevention, fire-service law or any other related area, as required. Responds to fires and emergencies

involving hazardous materials or alarms, taking charge of all safety, rescue and medical procedures at the scene. Observes emergency scene operations, confirming compliance with established safety procedures. Provides for the needs of firefighting and other emergency personnel at the scene of an incident. Responds to major incidents as a safety officer in the incident command system.

Coordinates safety activities of all departmental personnel and evaluates the safety program of the department, making improvements as necessary. Conducts research to identify hazards and evaluate the loss-producing potential of a given operation. Develops and recommends accident and loss-control systems designed to reduce or eliminate occupational injuries, illnesses and financial loss. Inspects apparatus, equipment, machinery and first-aid supplies to ensure compliance with occupational safety and health regulations. Evaluates the potential extent of injuries resulting from accidents. Observes and provides training to department personnel to ensure the appropriate use of safety glasses, helmets, goggles respirators and clothing. Investigates all accidents involving department equipment or personnel to evaluate extent of injuries, determine cause and make recommendations on procedure to avoid future accidents.

Monitors and evaluates local conditions which may become fire or safety hazards. Participates in conferences, conventions and other educational meetings. Keeps informed on local trends, modern fire fighting methods, administrative practices, new laws, regulations and court rulings relating to fire department operations. Assists the fire administration in determining how the department should be organized and in planning operations related to safety personnel. Sets goals, objectives and management policies for the training and safety division. Assists a superior officer by conducting inspections of various fire department divisions, evaluating the effectiveness of the divisions and recommending appropriate action to correct problem areas. Participates in the research and development of programs and activities for the department. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Gives reports, offers advice and makes recommendations that may affect the fire service when attending meetings as assigned by the Fire Chief. Participates in the personnel recruitment and selection program of the department by interviewing prospective employees and making recommendations for hiring.

Makes decisions concerning what information should be included in all training and safety records of the department and determines in what form this information should be kept. Periodically inspects systems and facilities for keeping records. Analyzes data through the use of statistics by calculating standard deviation and probability. Reads charts or graphs, compiling and organizing data as needed for reports. Writes narrative reports as necessary to address the needs of the division. Personally completes and files all forms or records as required, including payroll records. Tracks employee training and maintains training records for all suppression and emergency medical personnel. Supervises the

accurate preparation of records needed to document the activity of the training and safety division.

Plans and organizes departmental operations related to equipment and apparatus. Supervises the general care and maintenance of assigned equipment and property. Writes specifications for new fire department equipment and meets with sales representatives to review products. Makes recommendations on major purchases for the department. Prepares expenditure estimates and gathers information to be used in compiling budgets. Maintains inventory of supplies and equipment, distributing such as needed. Authorizes the expenditure of funds and makes purchases for the division in keeping with the established budget.

Answers questions and responds to inquiries from the public regarding the operation of the fire department or any related area of emergency services. Informs the public about fire department work by giving lectures, demonstrations, department tours or literature to schools, civic groups, businesses and public agencies. Coordinates the safety and training related work with federal, state and local agencies, as necessary. Assists and cooperates with volunteer fire departments in surrounding areas.

Performs other related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and being a qualified elector of the State of Louisiana.

After offer of promotion, but before beginning work in this class, must pass a medical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Fire Captain for a period of three (3) years.

Must possess a valid motor vehicle operator's license issued within the United States.

Must be certified as a Firefighter I and Firefighter II from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as Haz-mat I and Haz-mat II from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications

(NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as an Officer I, Officer II, and Officer III from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as a Driver/Operator and Driver/Operator Aerial from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as an Instructor I and Instructor II from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as an Investigator I from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as an Inspector I and Inspector II from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as a Safety Officer from the Louisiana Firefighter certification program or another agency accredited by the National Board on Fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must have class certificate for Vehicle Rescue.

Must have Emergency Medical Technician-basic level and have passed national Registry. The employee must maintain Emergency Medical Technician at least at the basic level for state and national working in this class.

Must possess an Associate Degree in Fire Science from an accredited college or university.

Must have completed successfully the Incident Command System (100, 200, 700, and 800).